

**WASHINGTON MANAGEMENT SERVICE
EMPLOYMENT OPPORTUNITY
OFFICE OF STATE TREASURER**

Position: Finance Officer, Washington Management Service (WMS)
Salary: WMS Band 2, \$48,000 - \$59,000 dependent on qualifications
Location: Olympia, Washington

Agency Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of 70 and a biennial budget of \$13.6 million.

Scope of Position:

This position supports the operations of the Bond Program in the Debt Management Division of OST. Incumbent is responsible for developing and monitoring the state's debt service budget. With more than \$1.8 billion total expenditures, the debt service budget represents a large portion of the state's total budget and involves a high level of complexity and statewide visibility. This position also provides accounting services to the Bond Program and will report to the Director of the Bond Program.

As a member of the Bond Program, incumbent will assist in the debt issuance process and the ongoing management of the state's debt, participating in the planning, management, financial analysis, monetary aspects and performance of the state's debt. As such, the incumbent will work with business enterprises, banking institutions and other financial organizations outside of state government.

Minimum Qualifications: A Bachelor's degree in accounting, business administration, finance or related field; OR four years of experience in budget or accounting, demonstrating increasing levels of responsibility.

Desirable Qualifications: The strongest candidates will have experience with state agencies, financial institutions, and local governments, as well as an understanding of state government policies and procedures. The following knowledge, skills, and abilities are also desirable:

- Washington State governmental accounting and budgeting and allotment experience
- Familiarity with government structure: state, county, cities, and special purpose districts
- Ability to use database (Access), spreadsheet, graphics and word processing
- Possess current CPA license
- Understanding of banking functions
- Finance skills, including preparation and understanding of cash flows, time value of money calculations, debt amortization, and ability to perform complex financial calculations using spreadsheet software
- Strong interpersonal skills and teamwork orientation

Application Process:

Persons interested in this position must follow the process described below. Interested candidates need to submit:

1. A letter of interest with a detailed description of experience which specifically addresses the Minimum and Desirable Qualifications noted above
2. Employment history which includes the following: Employer's name, address and phone number; your job title, months/years employed in that position, last salary, immediate supervisor's name, specific job duties and reason for leaving
3. Education history listing chronologically school/institution name and location, dates attended, major field of study, type of degree awarded and year the degree was awarded
4. A minimum of 4 employment references with current addresses and telephone numbers
5. The affirmative action information requested on page 3 (voluntary)

Applications must be received by 5:00 p.m., Wednesday, June 9, 2004. Send to:

Jeanne Ray, Personnel Officer
Office of the State Treasurer
3200 Capitol Boulevard
P. O. Box 40200
Olympia, WA 98504-0200 / Phone: (360) 902-9009 / Fax: (360) 902-9044
E-Mail: jeanne@tre.wa.gov

All information will be screened and only those candidates who provide the information described in the Application Process will be accepted. The persons who do so and have the most relevant education and experience will be invited to interview for the position.

The State Treasurer's Office actively supports diversity in the workplace. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons of disability who need assistance in the application process, or those needing this job announcement in an alternate format may call TDD (360) 902-8963 or contact Jeanne Ray at the number above.

AFFIRMATIVE ACTION INFORMATION

NAME: _____

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information is for statistical and affirmative action purposes, will be treated as confidential, and will be kept separate from records used in the hiring process.

1. What race or culture do you consider yourself? If you are of more than one race, please see circle *Other Race*.

Chinese	Vietnamese	Filipino	Hawaiian	Asian Indian	Japanese
Cambodian	Samoan	Laotian	Guatemalan	Black	White
Eskimo	Aleut	Spanish	Latino(a)	Hispanic	Korean

Other Race (specify) _____

Native American (which Tribe) _____

If you are multi-racial, please indicate your preference for Affirmative Action purposes: _____

2. Gender: _____ Male _____ Female

3. Have you ever been on active duty in the U. S. Armed Services? _____ Yes _____ No
(If yes, see 3a and 3b)

a. Dates served: From ____/____/____ to ____/____/____

b. Are you a disabled veteran? _____ Yes _____% _____ No

Do you have a physical, sensory, or mental condition that limits any of your major life functions?
_____ Yes _____ No

Date of Birth: ____/____/____ Social Security No: _____ - _____ - _____

I certify that this information is true and accurate to the best of my knowledge.

signature

date